

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND INSPECTION
CHECKLIST 20-15**

1 FEBRUARY 1999

Logistics

**NON-NUCLEAR MUNITIONS MANAGEMENT
(WING)**

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This Checklist reflects Command requirements for managers to prepare for and conduct internal reviews in the functional area of Non-Nuclear Munitions Management.

SUMMARY OF REVISIONS

This Checklist has been revised to convert AFSPCSIG 90-2995 into correct format, realign and update references.

- 1.** References have been provided for each critical item. Critical items have been kept to a minimum, and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.
- 2.** This checklist establishes a baseline checklist. The checklist will also be used by the Command IG during applicable assessments. Use the checklist at **Attachment 1** as a guide only. Add to or modify each area as needed, to ensure an effective and thorough review of a unit's Non-Nuclear Munitions Management function.

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Attachment 1

NON-NUCLEAR MUNITIONS MANAGEMENT (WING)

Table A1.1. Checklist.

SECTION 1: MANAGEMENT PROGRAMS AND POLICIES				
MISSION STATEMENT: To ensure personnel, resources, and non-nuclear munitions are properly managed.				
1.1. CRITICAL ITEMS:	YES	NO		N/A
1.1.1. Are appropriate entry and exit control procedures for the munitions storage area (MSA) followed? (AFI 21-201, Para 1.4.9.)				
1.1.2. Is an access list maintained according to AFI 31-209 and AFI 31-101? (AFI 21-201, Para 1.4.3.)				
1.1.3. Are trained personnel available to support the unit's non-nuclear mission? (AFI 21-201, Para 2.12.4.)				
1.1.4. Are facilities sited for explosive storage, inspection and maintenance purposes? (AFI 21-201, Para 1.3.1.)				
1.1.5. Are explosive waivers and exemptions approved and reviewed properly? (DoD 6055.9-STD, Chapter 1, C1.3.1.1 and C1.3.1.2)				
1.1.6. Is an intrusion detection system operational for storage facilities containing high risk, very high risk or classified munitions or are they protected as outlined in AFI 31-209? (AFI 21-201, Para 3.2.4.)				
1.1.7. Has the base (led by its environmental management office) contacted local state regulators to determine the extent of the Military Munitions Rule? (AFI 21-202, Para 5.1.)				
1.1.8. Has the base ensured that a partnership is established with the Environmental Management, Civil Engineer, Judge Advocate, Explosive Ordnance Disposal (EOD) and Munitions Organizations to resolve any munitions environmental problems at the lowest level? (AFI 21-202, Para 5.2.3.1.)				
1.1.9. Are operations involving munitions designated as hazardous waste managed in accordance with applicable Resource Conservation and Recovery Acts (RCRA) or Military Munitions Rule (MR) requirements? (AFI 21-202, Para 5.1.2.)				
1.2. NONCRITICAL ITEMS:				
	YES	NO		N/A
1.2.1. Does the master training plan cover peacetime and contingency tasking? (AFI 21-201, Para 1.4.17.)				
1.2.2. Has a training and qualification program been implemented? (AFI 21-201, Para 1.4.1.)				
1.2.3. Are training items used within the MSA forecasted? (AFI 21-201, Para 1.4.10.)				

1.2.4. Do the element chiefs review new, revised or changed publications and brief personnel of any significant changes? (AFI 21-201, Para 1.8.6.)				
1.2.5. Has the local commander determined vegetation control within explosives and adjacent areas? (AFMAN 91-201, para 2.21.2)				
1.2.6. Are current publications available to meet work center needs? (AFI 21-201, Para 1.8.7.)				
1.2.7. Has the flight developed a munitions employment plan to support all operations plan taskings? (AFI 21-201, Para 1.4.21.)				
1.2.8. Are emergency action procedures established? (AFI 21-201, Para 1.4.16.)				
1.2.9. Are fire drills conducted within the explosive storage areas at intervals not to exceed six months? (AFMAN 91-201, Para 2.19.)				
1.2.10. Is management data analyzed to determine the effectiveness of munitions support, personnel utilization and requirements? (AFI 21-201, Para 2.14.1.)				
1.2.11. Does flight management monitor the work force to make sure trained and qualified personnel perform scheduled work, using current technical data? (AFI 21-201, Para 2.16.2.)				
1.2.12. Can unit personnel receive, store, inspect, assemble, test, repair, troubleshoot and deliver all on-hand munitions as required? (AFI 21-201, Para 1.4.4.)				
1.2.13. Has the flight established and maintained a hazardous waste program? (AFI 21-201, Para 1.4.19.)				
1.2.14. Has the flight management implemented ground and explosive safety programs? (AFI 21-201, Para 1.4.12.)				
1.2.15. Are dull sword reports submitted as outlined in AFI 91-204? (AFI 21-201, Para 1.4.8.)				
1.2.16. Does the flight notify the designated representative and MAJ-COM when the capability to accomplish the mission becomes adversely affected? (AFI 21-201, Para 1.4.13.)				
1.2.17. Do bench stocks meet production needs? (AFI 21-201, Para 1.8.12.)				
1.2.18. Is support equipment maintained, cleaned and calibrated properly? (AFI 21-201, Para 1.8.11.)				
1.2.19. Has flight management developed local procedures to determine the maintenance effectiveness, capability and quality? (AFI 21-201, Para 1.4.2.1.)				
1.2.20. Has the flight chief determined movement control procedures and designated them in writing? (AFI-201, Para 3.3.)				
1.2.21. Are on-base explosive routes designated? (AFMAN 91-201, Para 2.68)				

1.2.22. Are facilities set-aside exclusively for the storage, maintenance, inspection and repair of non-nuclear munitions and explosives? (AFPD 21-2, Para 3.)				
1.2.23. Are Memorandum of Understanding (MOU) forwarded to the MAJCOM for review/approval for courtesy storage of non-stocklisted munitions or explosives provided to civil law enforcement/public safety/emergency organizations on a space available basis? (AFI 21-202, Para 5.2.10.2.)				
1.2.24. Does the commander ensure personnel performing packaging functions related to purchasing, inspection, shipment, and storage operations are trained in Air Force packing methods and procedures? (AFI 24-202, Para 7.1.)				
1.2.25. Is the activity aware of its responsibilities to Base Reusable Container Program Monitor? (AFI 24-202, Para 1.2.3.2.)				
1.2.26. Are lightning protection systems installed on all ammunition and explosive facilities or proper measures taken to meet safety requirements? (DoD 6055.9-STD, Chapter 7, C7.1)				
SECTION 2: KEY AND LOCK MANAGEMENT				
MISSION STATEMENT: To ensure keys and locks to non-nuclear munitions structures are properly managed and maintained.				
2.1. CRITICAL ITEMS:	YES	NO		N/A
2.1.1. Are keys used to protect facilities containing classified material protected at a level equal to or higher than the assets(s) under protection? (AFI 21-201, Para 1.4.18.3.)				
2.1.2. Are lock cylinders replaced and not reused on munitions facilities when unauthorized access or key loss occurs? (AFI 21-201, Para 1.4.18.3.)				
2.1.3. Are keys kept under constant surveillance when signed out from their approved security container? (AFI 21-201, Para 1.4.18.3.)				
2.1.4. Do the locks and hasps used to secure munitions facilities meet the requirements of AFI 31-209, AFI 31-101 Vol. 1, paras 7.12.1.2. and 7.13.4.? (AFI 21-201, Para 1.4.18.3.)				
2.1.5. Are monthly lock, cylinder and key audits performed and documented on the AF Form 2427? (AFI 21-201, Para 1.4.18.3)				
2.1.6. Are the personnel authorized to sign for keys designated in writing? (AFI 21-201, Para 1.4.18.3)				
2.1.7. Are keys inventoried by serial number at the end of each shift or weekly if not used? (AFI 21-201, Para 1.4.18.3.)				
2.2. NONCRITICAL ITEMS:				

2.2.1. Does the Munitions Flight/Element Chief manage and control the key, lock and cylinder program in the flight? (AFI 21-201, Para 1.4.18.1.)				
2.2.2. Does the Munitions Flight/Element Chief appoint the key and lock custodian IAW DoD 5100.76M, Para 3.42.? (AFI 21-201, Para 1.4.18.2.)				
2.2.3. Does the flight ensure conventional structure keys are not in the same box with nuclear facility keys (does not preclude storing the conventional facility key box in the nuclear facility key box)? (AFI 21-201, Para 1.4.18.3.)				
2.2.4. Are primary and spare keys segregated for storage and issue purposes (may be in the same container but must be segregated)? (AFI 21-201, Para 1.4.18.1.)				
2.2.5. Are unused keys for unclassified munitions facilities stored in a container approved for storing confidential material? (AFI 21-201, Para 1.4.18.3.)				
2.2.6. Is master keying and local key duplication prohibited? (AFI 21-201, Para 1.4.18.3)				
2.2.7. Are unserviceable locks returned to the appropriate addressee? (AFI 21-201, Para 1.4.18.3)				
2.2.8. Are locks inspected and lubricated at least every six months using procedures contained in T.O. 44H2-3-101? (AFI 21-201, Para 1.4.18.3.)				
2.2.9. Are high security locks securing classified munitions rotated or replaced annually? (AFI 21-201, Para 1.4.18.3.)				
2.2.10. Are keys to high security padlocks engraved or stamped with a locally devised serial number when such keys do not have the manufacturer's serial number engraved on them? (AFI 21-201, Para 1.4.18.3.)				
2.2.11. As applicable, are both the locally devised serial number and the manufacturer's serial number annotated on the AF Form 2427? (AFI 21-201, Para 1.4.18.3.)				
2.2.12. Are reserve stocks of high security locks and cylinders kept in a safe, metal key box or similar container protected by an approved three-position combination lock? (AFI 21-201, Para 1.4.18.3.)				
2.2.13. Are key issues and inventories being documented on AF Form 2432? (AFI 21-201, Para 1.4.18.3.)				
2.2.14. Are separate AF Form 2432s being used for the primary, spare and control keys sets? (AFI 21-201, Para 1.4.18.3)				